

Course Title: Multimedia Publications	
Lesson Title/Overview: Orientation/Classroom Procedures	Day 1 (45 minutes)
Instructional Activities: Discuss classroom procedures with students. Discuss Internet guidelines that must be followed when using the computers. Discuss the Discipline policy.	
CTE Content Standard:	
Essential Question: How are students expected to behave in the classroom?	
Material/Equip/Tech Resources: Handouts	
Assessment/Strategies: Test, teacher observation	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Safety Procedures	Day 2 (45 minutes)
Instructional Activities: Discuss safety procedures around equipment in the classroom. Discuss the importance of Internet safety.	
CTE Content Standard:	
Essential Question: Who do you notify if my computer or other equipment is not working properly? How does ergonomics affect productivity?	
Material/Equip/Tech Resources: Handouts	
Assessment/Strategies: Test, teacher observation	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
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Course Title: Multimedia Publications	
Lesson Title/Overview: FBLA	Day 3 (45 minutes)
Instructional Activities: Students will take the Safety Test Orient students to the benefits of being involved in FBLA and the \$25 dues.	
CTE Content Standard:	
Essential Question: How do you benefit from being involved in FBLA?	
Material/Equip/Tech Resources: Handouts	
Assessment/Strategies: Written Test, FBLA meeting attendance	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Get To Know You	Day 4 (45 minutes)
Instructional Activities: Students will complete a Career Interest handout and a Get to Know You Handout to share with the class.	
CTE Content Standard:	
Essential Question: What are some things I have things in common with my classmates? Will I be able to work well with them in a team?	
Material/Equip/Tech Resources: Handouts	
Assessment/Strategies: Written Test	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Computer Orientation	Day 5 (45 minutes)
Instructional Activities: Students will finish sharing information about themselves with the class. Assign student logins and show them where and how to save information to their H: Drive.	
CTE Content Standard:	
Essential Question: How do I log into the computer? Where do I save documents on the computer so they will be secure?	
Material/Equip/Tech Resources: Computer	
Assessment/Strategies:	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Introduction of Microsoft Publisher	Time: Day 6 (45 minutes)
Instructional Activities: <ol style="list-style-type: none"> 1) Orient students to what Publisher is and what it can be used for 2) Explain student drives 3) Show students how to open Publisher 	
CTE Content Standard: Multimedia Component 1	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector	
Assessment/Strategies: Teacher observation, Performance tasks	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 7 (45 minutes)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Show students and have them demonstrate how to choose templates 2) Show students and have them demonstrate how to replace placeholder text in the publication 3) Show students and have them demonstrate how to replace the template graphic 4) Show students and have them demonstrate how to save the publication to the correct folder 	
CTE Content Standard:	
Multimedia Components 1 & 2	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Internet, Computer, Projector, Smart board	
Assessment/Strategies:	
Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials:	
Microsoft Office Specialist (MOS).	
CTSO Activity:	
FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title Creating a publication in Publisher	Time: Day 8 (45 minutes)
Instructional Activities: 1) Show students and have them demonstrate how to delete unused objects 2) Show students and have them demonstrate how to print the publication 3) Show students and have them demonstrate how to save the publication	
CTE Content Standard: Multimedia Components 1 & 2	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Internet, Computer, Projector, Smart board	
Assessment/Strategies: Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials: Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 9 (45 minutes)
Instructional Activities: 1) Show students and have them demonstrate how to convert the publication to a web flyer. 2) Handouts to be used as a study guide for written test.	
CTE Content Standard: Multimedia Components 1, 2, & 3	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Internet, Computer, Projector, Smart board, Handouts	
Assessment/Strategies: Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials: Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 10-11 (90 minutes)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Students will design and/or create a publication using the guidelines, concepts, and skills presented in the chapter <ol style="list-style-type: none"> a. Complete Lab 1: Creating a Flyer with a Picture 2) Students will apply creative thinking and problem-solving skills to design and implement a solution. <ol style="list-style-type: none"> a. Complete Cases and Places 1: Design and Create a Play Announcement Flyer 	
CTE Content Standard:	
Multimedia Components 1- 3; Publishing 4-8; Photography 9	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Internet, Computer, Projector, Smart board	
Assessment/Strategies:	
Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials:	
Microsoft Office Specialist (MOS).	
CTSO Activity:	
FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 12 (45 minutes)
Instructional Activities: <ul style="list-style-type: none"> • Review study guides for test 	
CTE Content Standard: Multimedia Components 1- 3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? • What are the planning stages when photography is concerned? 	
Material/Equip/Tech Resources: Course text, Internet, Computer, Projector, Smart board, Handouts	
Assessment/Strategies: Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials: Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 13 (45 minutes)
Instructional Activities: 1) Written exam	
CTE Content Standard: Multimedia Components 1- 3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? • What are the planning stages when photography is concerned? 	
Material/Equip/Tech Resources: Course text, Internet, Computer, Projector, Smart board, Handouts	
Assessment/Strategies: Teacher observation, Performance tasks, tests, group projects, presentations	
Course/Program Credentials: Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title: Creating a publication in Publisher	Time: Day 14-15 (90 minutes)
Instructional Activities: <ol style="list-style-type: none"> 1) Review written exam 2) Application exam <ol style="list-style-type: none"> a. Students will create an original flyer utilizing the skills already taught 	
CTE Content Standard: Multimedia Components 1- 3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? • What are the planning stages when photography is concerned? 	
Material/Equip/Tech Resources: Course text, Internet, Computer, Projector, Smart board, Handouts	
Assessment/Strategies: Teacher observation, Performance tasks, tests, group projects, presentations, rubric	
Course/Program Credentials: Microsoft Office Specialist (MOS).	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 16 (45 min)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Discussion of the advantages of using a newsletter medium and identify the steps in its design process 2) Show students and have them demonstrate how to edit a newsletter template 	
CTE Content Standard:	
Multimedia Components 1-3; Publishing 4-8	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Computer, Smart board, projector	
Assessment/Strategies:	
Teacher observation, Performance tasks, tests, group projects, presentation	
Course/Program Credentials:	
Microsoft Office Specialist (MOS)	
CTSO Activity:	
FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 17 (45 minutes)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Show students and have them demonstrate how to insert, delete, and navigate pages in a newsletter 2) Show students and have them demonstrate how to edit a masthead 3) Show students and have them demonstrate how to import text files and graphics, and continue stories across pages 	
CTE Content Standard:	
Multimedia Components 1-3; Publishing 4-8	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Computer, Smart board, projector	
Assessment/Strategies:	
Teacher observation, Performance tasks	
Course/Program Credentials:	
Microsoft Office Specialist (MOS)	
CTSO Activity:	
FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 18 (45 min)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Show students and have them demonstrate how to use scheme colors 2) Show students and have them demonstrate how to insert page numbers in headers and footers 3) Show students and have them demonstrate how to resize objects 4) Show students and have them demonstrate how to edit captions, sidebars, and pull quotes 	
CTE Content Standard:	
Multimedia Components 1-3; Publishing 4-8	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Computer, Smart board, projector	
Assessment/Strategies:	
Teacher observation, Performance tasks	
Course/Program Credentials:	
Microsoft Office Specialist (MOS)	
CTSO Activity:	
FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 19 (45 min)
Instructional Activities:	
<ol style="list-style-type: none"> 1) Show students and have them demonstrate how to employ correct cut, copy , and paste techniques 2) Show students and have them demonstrate how to check a newsletter for spelling and design errors 3) Show students how to print a two-sided page 	
CTE Content Standard:	
Multimedia Components 1-3; Publishing 4-8	
Essential Question:	
<ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources:	
Course text, Computer, Smart board, projector	
Assessment/Strategies:	
Teacher observation, Performance tasks	
Course/Program Credentials:	
Microsoft Office Specialist (MOS)	
CTSO Activity:	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 20 (90 min)
Instructional Activities: 1) Handouts that will be used as study guide for the test	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts	
Assessment/Strategies: Teacher observation, Performance tasks,	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 21 (45 min)
Instructional Activities: 1) Students will design and/or create a publication using the guidelines, concepts, and skill presented in this chapter. a. Complete Lab 1: Creating a blank newsletter template with a masthead	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector	
Assessment/Strategies: Teacher observation, Performance tasks	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 22 (45 min)
Instructional Activities: 1) Review Study Guide handouts	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts	
Assessment/Strategies: Teacher observation, Performance tasks	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 23 (45 min)
Instructional Activities: 1) Written exam	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Designing a Newsletter in Publisher	Time: Day 24-25 (90 min)
Instructional Activities: <ol style="list-style-type: none"> 1) Review written exam 2) Application exam <p>Complete Cases and Places 4: Create a newsletter about the month you were born</p>	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 26-27 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to choose brochure options. Show students and have them demonstrate how to create custom color schemes.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 28-29 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to replace text. Show students and have them demonstrate how to undo synchronization. Show students and have them demonstrate how to replace text boxes.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 30-31 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to apply a font scheme style Show students and have them demonstrate how to use auto correct options.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 32-33 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to use the Format Painter. Show students and have them demonstrate how to create and apply a new style.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 34-35 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to edit forms in a brochure. Show students and have them demonstrate how to format paragraphs.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Publishing A Tri-fold Brochure	Time: Day 36-37 (90 minutes)
Instructional Activities: Show students and have them demonstrate how to use photographs in a brochure. Show students and have them demonstrate how to create a logo from scratch. Show students and have them demonstrate how to create a watermark. Show students and have them demonstrate how to package the publication for commercial printing.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Written exam review	Time: Day 38-39 (90 minutes)
Instructional Activities: Complete study guides to be used as review for written test. Play review games for written test.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
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Course Title: Multimedia Publications	
Lesson Title/Overview: Written Exam	Time: Day 40 (45 minutes)
Instructional Activities: Written Exam	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Come Fly With Me!	Time: Day 41 (45 minutes)
Instructional Activities: Discuss “what important information should be included in a travel brochure”. Divide students into groups of two Go over assignment sheet which gives all of the specific requirements for the travel brochure project	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP’s) or Personalized Education Plans (PEP’s or 504’s) will be followed. CTIP’s are located in secure student folders.</i>	

Design an appropriate layout for their travel brochure. (4,5,6,7,8)
 Modify documents in Microsoft Publisher (fonts, clip art, text art, bullets, photography, etc).

Course Title: Multimedia Publications	
Lesson Title/Overview: Come Fly With Me!	Time: Day 42-46 (225 minutes)
Instructional Activities: Design an appropriate layout for their travel brochure. (4,5,6,7,8) Modify documents in Microsoft Publisher (fonts, clip art, text art, bullets, photography, etc).	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Photography 9	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 47 (45 minutes)
Instructional Activities: Introduce Cookbook project Students will be asked to submit at least two recipes each for the cookbook. Students will begin submitting names for the class cook book. The class favorite will be voted on.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 48 (45 minutes)
Instructional Activities: Complete Name submissions Vote on favorites Begin designing cover	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 49 (45 minutes)
Instructional Activities: Continue cover designs.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 50 (45 minutes)
Instructional Activities: Complete cover designs. Display for teacher vote.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 51-53 (135 minutes)
Instructional Activities: Students will organize and enter recipes into format to be inserted into final cookbook.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Guest Speaker	Time: Day 54 (45 minutes)
Instructional Activities: Tamara Sanders, Technology in Motion Educational Specialist for EARIC, will speak to the students about formatting projects, using technology and careers in technology.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8; Career Opportunities 15	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 55-56 (90 minutes)
Instructional Activities: Complete entering recipes into format to be inserted into final cookbook. Begin designing page borders and divider pages.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 57-58 (90 minutes)
Instructional Activities: Complete design of section dividers and page borders. Begin inserting recipes into proper sections.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 59-60 (90 minutes)
Instructional Activities: Complete insertion of recipes into proper sections Begin designing flyers to include order forms to advertise and sell cookbooks.	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 61-62 (90 minutes)
Instructional Activities: Complete order taking Begin printing cookbooks to fill orders	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	

Course Title: Multimedia Publications	
Lesson Title/Overview: Hey, Good Lookin'! Whatcha Got Cookin'?	Time: Day 63-67 (90 minutes)
Instructional Activities: Finish printing cookbooks Distribute cookbooks to teachers & students	
CTE Content Standard: Multimedia Components 1-3; Publishing 4-8	
Essential Question: <ul style="list-style-type: none"> • What criteria should be considered when determining the correct type of software and equipment to be used for publishing? • What are the planning stages when designing a publication? • What criteria should be considered when determining the correct type of software and equipment to be used for photography? 	
Material/Equip/Tech Resources: Course text, Computer, Smart board, projector, handouts, rubric	
Assessment/Strategies: Teacher observation, Performance tasks, written exam	
Course/Program Credentials: Microsoft Office Specialist (MOS)	
CTSO Activity: FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences. This assignment is a specific fundraiser for FBLA.	
<i>Accommodations and/or remediation for students with individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.</i>	